Guidance for Moving to Work Sites on Removing Records from the Form 50058 Module and Initially Populating the MTW Module

U.S. Department of Housing and Urban Development Office of Public and Indian Housing Office of Public Housing and Voucher Programs

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Instructions

This document is for MTW sites that will report to the Public and Indian Housing Information Center (PIC) MTW module. This document does not apply to MTW sites that will continue to report to the regular PIC Form 50058 module.

Records in the regular Form 50058 module for households that will be reported to the MTW module first must be removed from the Form 50058 module. MTW sites remove records from the Form 50058 module through the submission of End of Participation records. The MTW site can either request PIH to submit the End of Participation records through the Record Removal Process (RRP) or the MTW site can submit the End of Participation records itself.

The process to remove records and begin transmitting data to the MTW module involves two steps. This document describes the options/approaches MTW sites have for how to complete each step. MTW sites only need to complete Step 1 for their current MTW households with records in the regular Form 50058 module that they will be reporting on to the MTW module. Step 2 applies to all of the MTW site's current MTW households—the MTW households that have records in the Form 50058 module and the MTW households that do not have records in the Form 50058 module. Special purpose voucher households should not be removed from the Form 50058 module. MTW sites should continue reporting on these households to the Form 50058 module. Appendix A contains the template MTW sites will transmit to the MTW module. Appendix B provides guidance on reporting requirements for households exercising portability.

Step 1: Remove records from the Form 50058 module

MTW sites have four options for removing Form HUD-50058 records in the Form 50058 module for their MTW households:

- Option 1. Request PIH remove all records in Form 50058 database through the RRP
- Option 2. Request PIH remove select records in the Form 50058 database through the RRP by submitting a list of records to delete
- Option 3. Request PIH remove select records in Form 50058 database through the RRP by submitting a list of records to keep
- Option 4. PHA removes records in Form 50058 module through submission of Form HUD-50058 End of Participation records.

Step 2: Populate the MTW module

MTW sites have three approaches for how to populate the MTW module:

- Approach A. Create baseline record through the Record Transfer Process (RTP) and then submit current action type record
- Approach B. Generate own baseline record with historical data and then submit current action type record
- Approach C. Submit baseline record with <u>current</u> data. (No need to submit subsequent record at this time.)

MTW sites should review the four options to determine which one will work best given what records they currently have in the Form 50058 module and whether they want to remove old records in the Form 50058 themselves or with PIH's assistance through the RRP. MTW sites that choose to participate in the RRP (whether under Option 1, 2 or 3) and the RTP (Approach A) will <u>also</u> need to select Approach B or C to create baseline and current records for their MTW households that do not have records in the Form 50058 module.

PIH will coordinate with each MTW site to ensure that the proper records are removed from the Form 50058 module and transferred to the MTW module. If you need assistance with the RRP/RTP, or with initially populating the MTW module, please email **PIH_MTW_PIC-Reporting@hud.gov** or call Mrs. Jackie Woods-East at (202) 708-0614 x4301.

Option 1: Request PIH remove <u>all</u> records in Form 50058 database through the RRP

Step 1: Remove records from the Form 50058 module	Step 2: Populate the MTW module (three approaches)		
	Approach A: Create baseline record through the RTP and then submit current action type record	Approach B: Generate own baseline record with historical data and then submit current action type record	Approach C: Submit baseline record with <u>current</u> data. (No need to submit subsequent record at this time.)
Submit request to PIH to remove all	Baseline record instructions:	Baseline record instructions:	Baseline record instructions:
records in the Form 50058 module	Submit a list of SSNs to PIH to transfer	Transmit a baseline record (New	Transmits a baseline record (New
through the RRP.	from the Form 50058 module to the	Admission, Historical Adjustment or	Admission or Portability Move-in**) with
	MTW module. PIH-IT will transfer each	Portability Move-in**) with historical	current data for all current MTW
How PIH-IT populates the date	household's original baseline record in	data for all MTW households that did not	households that did not have a baseline
fields*: 2b=01/01/2006	the Form 50058 module to the MTW module.	have a baseline record created through the RTP under Approach A, if applicable,	record created through the RTP under Approach A, if applicable, including
2h= Not applicable. Line 2h is not	module.	including current MTW households that	current MTW households that do not exist
transmitted in an End of	How PIH-IT populates the date fields:	did not exist in the Form 50058 module.	in the Form 50058 module.
Participation record.	2b= actual date (accessed from existing	and not exist in the 1 offin 30030 module.	in the Form 50050 module.
	record in the Form 50058 module)	How to complete the date fields:	How to complete the date fields:
	2h= actual date (accessed from existing	2b=actual effective date of the historical	2b=current date
	record in the Form 50058 module)	data	2h=actual date the household entered the
		2h=actual date the household entered the	program
	Current action type record instructions:	program	
	After PIH completes the RTP, transmit	Company antique to managed in atmost in an	Current action type record instructions:
	the current action type for the households to the MTW module with current data.	Current action type record instructions: After baseline record transmitted, transmit	No subsequent record needed until the next action type occurs.
	to the WH w module with current data.	the current action type for all MTW	next action type occurs.
	How to complete the date fields:	households not addressed under Approach	Deadline:
	2b=current date	A, if applicable, to the MTW module with	Complete submissions within 120 days
	2h=actual date the household entered the	current data.	after PIH-IT completes the RRP.
	program		
		How to complete the date fields:	
	Deadline:	2b=current date	
	Complete submissions within 120 days	2h=actual date the household entered the	
	after PIH-IT completes the RRP and RTP.	program	
		Deadline:	
		Complete submissions within 120 days	
		after PIH-IT completes the RRP.	

^{*}From the Form HUD-50058, line 2b=Effective date of action and 2h=Date of admission to program.

**MTW site can only send a Portability Move-in record as a baseline if a Portability Move-out record exists for the household in the MTW or Form 50058 module.

Option 2: Request PIH remove <u>select</u> records in the Form 50058 database through the RRP by submitting a list of records to <u>delete</u>

Step 1: Remove records from the Form 50058 module	Step 2: Populate the MTW module (three approaches)		
	Approach A: Create baseline	Approach B: Generate own	Approach C: Submit baseline
	record through the RTP and then	baseline record with <u>historical</u> data	record with <u>current</u> data. (No need
	submit current action type record	and then submit current action type	to submit subsequent record at this
		record	time.)
Submit list to PIH of select records	Baseline record instructions:	Baseline record instructions:	Baseline record instructions:
to <u>remove</u> in the Form 50058	Submit a list of SSNs to PIH to transfer	Transmit a baseline record (New	Transmits a baseline record (New
module through the RRP.	from the Form 50058 module to the	Admission, Historical Adjustment or	Admission or Portability Move-in**)
	MTW module. PIH-IT will transfer each	Portability Move-in**) with historical	with current data for all current MTW
How PIH-IT populates the date	household's original baseline record in	data for all MTW households that did not	households that did not have a baseline
fields*:	the Form 50058 module to the MTW	have a baseline record created through the	record created through the RTP under
2b= actual date household left	module.	RTP under Approach A, if applicable,	Approach A, if applicable, including
program (for households no longer	H. DILLIT 1	including current MTW households that	current MTW households that do not
being served) and 01/01/2006 for current households. MTW site will	How PIH-IT populates the date fields: 2b= actual date (accessed from existing	did not exist in the Form 50058 module.	exist in the Form 50058 module.
provide this information to PIH-IT	record in the Form 50058 module)	How to complete the date fields:	How to complete the date fields:
in an Excel spreadsheet.	2h= actual date (accessed from existing	2b=actual effective date of the historical	2b=current date
2h= Not applicable. Line 2h is not	record in the Form 50058 module)	data	2h=actual date the household entered the
transmitted in an End of	record in the Form 30030 module)	2h=actual date the household entered the	program
Participation record.	Current action type record instructions:	program	program
- mars-passes and	After PIH completes the RTP, transmit	F8	Current action type record instructions:
	the current action type for the household	Current action type record instructions:	No subsequent record needed until the
	to the MTW module with current data.	After baseline record transmitted,	next action type occurs.
		transmit the current action type for all	
	How to complete the date fields:	MTW households not addressed under	Deadline:
	2b=current date	Approach A, if applicable, to the MTW	Complete submissions within 120 days
	2h=actual date the household entered the	module with current data.	after PIH-IT completes the RRP.
	program		
	D 11:	How to complete the date fields:	
	Deadline:	2b=current date	
	Complete submissions within 120 days	2h=actual date the household entered the	
	after PIH-IT completes the RRP and RTP.	program	
		Deadline:	
		Complete submissions within 120 days	
		after PIH-IT completes the RRP.	

^{*}From the Form HUD-50058, line 2b=Effective date of action and 2h=Date of admission to program.

^{**}MTW site can only send a Portability Move-in record as a baseline if a Portability Move-out record exists for the household in the MTW or Form 50058 module.

Option 3: Request PIH remove <u>select</u> records in Form 50058 database through the RRP by submitting a list of records to <u>keep</u>

Step 2: Populate the MTW module (three approaches)		
A: Create baseline gh the RTP and then nt action type record	Approach B: Generate own baseline record with <u>historical</u> data and then submit current action type	Approach C: Submit baseline record with <u>current</u> data. (No need to submit subsequent record at this
• •	record	time.)
SSNs to PIH to transfer 0058 module to the PIH-IT will transfer each final baseline record in module to the MTW oulates the date fields: (accessed from existing to 50058 module) (accessed from existing	Current action type record instructions: After baseline record transmitted, transmit the current action type for all MTW households not addressed under Approach A, if applicable, to the MTW module with current data. How to complete the date fields: 2b=current date 2h=actual date the household entered the program Deadline:	Baseline record instructions: Transmits a baseline record (New Admission or Portability Move-in**) with current data for all current MTW households that did not have a baseline record created through the RTP under Approach A, if applicable, including current MTW households that do not exist in the Form 50058 module. How to complete the date fields: 2b=current date 2h=actual date the household entered the program Current action type record instructions: No subsequent record needed until the next action type occurs. Deadline: Complete submissions within 120 days after PIH-IT completes the RRP.
le n du	tes the RTP, transmit type for the household ule with current data. the date fields: the household entered the sions within 120 days pletes the RRP and RTP.	tes the RTP, transmit type for the household ule with current data. Current action type record instructions: After baseline record transmitted, transmit the current action type for all MTW households not addressed under Approach A, if applicable, to the MTW module with current data. How to complete the date fields: 2b=current date 2h=actual date the household entered the

^{*}From the Form HUD-50058, line 2b=Effective date of action and 2h=Date of admission to program.

^{**}MTW site can only send a Portability Move-in record as a baseline if a Portability Move-out record exists for the household in the MTW or Form 50058 module.

Option 4: PHA removes records in Form 50058 module through submission of Form HUD-50058 End of Participation records

Step 1: Remove records from the Form 50058 module	Step 2: Populate the MTW module (three approaches)		
	Approach A: Create baseline record through the RTP and then submit current action type record	Approach B: Generate own baseline record with historical data and then submit current action type record	Approach C: Submit baseline record with <u>current</u> data. (No need to submit current action type at this time.)
Submit an End of Participation record through own software or through the PIC on-line End of Participation functionality. How to populate the date fields*: 2b=01/01/2006 (Note: PIC will auto-populate this field for on-line EOP records.) 2h= Not applicable. Line 2h is not transmitted in an End of Participation record.	N/A	Baseline record instructions: Transmit a baseline record (New Admission, Historical Adjustment or Portability Move-in**) with historical data for all MTW households, including current MTW households that did not exist in the Form 50058 module. How to complete the date fields: 2b=actual effective date of the historical data 2h=actual date the household entered the program Current action type record instructions: After baseline record transmitted, transmit the current action type for all MTW households to the MTW module with current data. How to complete the date fields: 2b=current date 2h=actual date the household entered the program Deadline: Complete submissions within 120 days after the date of the March 2006 PIC release.	Baseline record instructions: Transmits a baseline record (New Admission or Portability Move-in**) with current data for all current MTW households, including current MTW households that did not exist in the Form 50058 module. How to complete the date fields: 2b=current date 2h=actual date the household entered the program Current action type record instructions: No subsequent record needed until the next action type occurs. Deadline: Complete submissions within 120 days after the date of the March 2006 PIC release.

^{*}From the Form HUD-50058, line 2b=Effective date of action and 2h=Date of admission to program.

^{**}MTW site can only send a Portability Move-in record as a baseline if a Portability Move-out record exists for the household in the MTW or Form 50058 module.

Appendix A: MTW Template

See the "Appendix A - MTW Template" file.

Appendix B: Guidance on Reporting Requirements for Households Exercising Portability

Portability Move-out Households

The following table provides instructions on when and how MTW sites should report on households that ported from their site.

Scenario	Reporting Requirements
MTW site never submitted <u>any</u> record to the regular Form 50058	No action is required. Do not submit any record to the regular Form 50058
module on the household that ported from its site.	module <u>or</u> the MTW module on this household.
MTW site previously submitted records on the household to the	Determine if the household has a record in the regular Form 50058 database
regular Form 50058 module (this can include records reported before	through the Ad Hoc function, HA Query Report or Viewer submodule (all
it became an MTW site or before it implemented an alternative rent	available through the regular Form 50058 module). If a record exists in the
structure) <u>but</u> never submitted a Portability Move-out record for the	regular Form 50058 module, either:
household that ported from its site.	
	1. Submit a Portability Move-out record to the regular Form 50058 module; or
	2. Follow Steps 1 and 2 (Approach A, B or C) of this document to
	remove the household from the regular Form 50058 module and
	transmit the household to the MTW module.
	If the MTW site does not find a record for the household in the regular Form
	50058 database, then no action is required. Do not submit any record to the
	regular Form 50058 module <u>or</u> the MTW module on this household.
MTW site previously submitted a Portability Move-out record to the	No action is required. Do not submit any record to the regular Form 50058
regular Form 50058 module for the household that ported from its site.	module <u>or</u> the MTW module on this household.

Portability Move-in Households

The following table provides instructions on how the MTW sites should report on households that ported into their site.

Scenario	Reporting Requirements
MTW site previously submitted a Portability Move-in record for the household in the regular Form 50058 module for the household that ported into its site.	Follow Steps 1 and 2 (Approach A, B or C) of this document to remove the household from the regular Form 50058 module and transmit the household to the MTW module.
MTW site never submitted a Portability Move-in record to the regular Form 50058 module for the household that ported into its site.	Follow Step 2 (Approach B or C) of this document to transmit the household to the MTW module.